

JENNA SAMPLE

New York, New York | 555-555-555 | jenna@sample.com

ACCOUNTING ASSOCIATE

Quad-Lingual: English, Chinese, Japanese and Korean

Analytical and detail-oriented Master's student, currently seeking a challenging and rewarding entry-level position with an organization poised for growth. Excellent demonstration of practical training and knowledge specializing in areas of auditing and taxes. Multi-tasker, efficiently meeting deadlines under pressure with drive and determination to accomplish goals and objectives; ability to build rapport with individuals from cultured and socio-economic backgrounds. Equipped with excellent work ethic, possessing a strong sense of responsibility with a commendable record of accomplishment, dependability and integrity.

Willingness to relocate and travel

Summary of Qualifications and Core Competencies

- ☞ Master's Student in Accounting with anticipated date of graduation May 2016.
- ☞ CPA Candidate, AUD, BEC Completed and Passed; BA in Economics & Organizational Management.
- ☞ 3 years hands-on practical experience in a wide-range of accounting roles, specializing in Tax and Audits.
- ☞ *Technical aptitude:* Microsoft Office Suite (Word, Outlook, Access, PowerPoint) Excel (Advanced), Stata, QuickBooks, Sage and Concur.
- ☞ Excellent use of practical training and knowledge to analyze variances and trends.
- ☞ Identify problem areas and implement effective resolutions, organizing and prioritizing analytical tasks to accomplish maximum results.

EDUCATION, CERTIFICATIONS, ACADEMIC MEMBERSHIPS AND EXCELLENCE

★Recipient of the Georgia Society of CPA's Academic Excellence Award★

Pursuing a **Master of Accountancy** from **George Washington University School of Business**, Washington, DC
CPA Candidate with anticipated date of graduation, May 2016

- GPA: 3.41
- Secretary of Beta Alpha Psi
- Member, Master of Accountancy Student Association and Chinese Students & Scholars Association

Bachelor of Arts in Economics & Organizational Management, Agnes Scott College, Atlanta, GA – 2014

- GPA: 3.7
- Magna cum Laude
- 2012 Summer Global Exchange Program, Yonsei University (One of the Top 5 Universities in South Korea), Seoul, Korea
- 2013 Summer MBA Program, Georgia Institute of Technology, Bridge to Business, Atlanta, GA

Volunteer Income Tax Assistance Certification, IRS
Registered International Language Instructor (Intermediate-Level Chinese)

INTERNSHIPS & PRACTICAL EXPERIENCE

George Washington University, Washington, DC – August 2015-Present

Student Accounting Assistant

- Assisted with reconciliation of various financial transactions and accounts; processed reimbursements securing >\$50K in payments.
- Tracked expenses to budget and analyzed data to facilitate changes to billing procedures.
- Analyzed, interpreted and explained complex policies, procedures and guidelines to faculty and management.

Moody's Investor Service, Beijing, China – June-July 2015

Assistant Analyst Intern

Continued

- Analyzed financial statements for >20 companies in the shadow rating process of bank collateralized loan obligation. Focused on profitability ratios and cash-flow analysis.
- Supported analysts to produce quarterly published research article on the credit ratings of bank securities by sourcing analytical information, analyzing data and preparing charts and tables.
- Reviewed audit reports and legal documents. Prepared rating analysis package.

My Tooth Center, Washington, DC – March-May 2015

Accounting Assistant Intern

- Managed customer database, maintained bookkeeping and reconciled A/R.
- Assisted with preparation of monthly financial reports and single-handedly corrected >20 inconsistencies in reconciliation process.

Currey & Company, Atlanta, GA – September 2013-January 2014

Sales Tax Intern

- Reviewed >1,000 tax forms and resale certificates; collected sales tax and managed customer database.
- Implemented the use of certificate software *CertCapture* to facilitate the management of sales tax exemption. This process saved >\$10K.
- Assisted the CFO in business planning and daily scheduling; collaborated with a staff of accountants for verification of receivables, sales invoices and shipping documentation.
- **Hand-selected to attend sales tax seminar conducted by Price Waterhouse Cooper (PwC).**
- **Sole recipient of CFO's recommendation.**

COMMUNITY INVOLVEMENT

Volunteer Income Tax Assistance Program (VITA)

An IRS program designed to help low and moderate-income taxpayers complete their annual tax returns at no cost.